
LIBRARY BOARD OF TRUSTEES MONDAY, NOVEMBER 18, 2024, 5:00 P.M.

Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, November 18, 2024 at 5:01 p.m. at the Nevada Public Library, 631 K Avenue, Nevada, Iowa. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Emma Cassabaum, Emily Fulton, Priscilla Gammon, Theresa Presley, Allison Severson and James Woodard (via Zoom). Absent: Tim McLaughlin.

Others in attendance were Library Director Erin Coughlin, and Donna Mosinski.

Motion by Board Member Emily Fulton, seconded by Board Member Thersa Presley, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: Fulton, Presley, Severson, Woodard, Cassabaum, and Gammon. Nays: None. Chairperson Allison Severson declared the motion carried.

There was no one present who wished to address the Board at this time.

Motion by Board Member Theresa Presley, seconded by Board Member Emma Cassabaum, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the October 21, 2024 regular meeting
- (2) Approve November 2024 **claims** totaling \$5,703.03 (see attached list)
- (3) Accept and place on file the Director's **memo** dated November 15, 2024
- (4) Accept and place on file October 2024 financial report

The roll being called, the following named board members voted. Ayes: Presley, Cassabaum, Fulton, Gammon, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried.

For Continuing Education, Erin Clanton, Attorney for the City of Nevada, spoke about legal considerations at the library. She reviewed age restrictions, confidentiality, and obscenity. Discussion lasted for 26 minutes.

Motion by Board Member Emma Cassabaum, seconded by Board Member Theresa Presley, to approve the Confidentiality Policy. The roll being called, the following named members voted. Ayes: Cassabaum, Presley, Severson, Woodard, Fulton, and Gammon. Nays: None. Chairperson Allison Severson declared the motion carried.

There was discussion regarding a water bottle filler replacing the drinking fountain. Erin was asked to continue taking bids.

Motion by Board Member Theresa Presley, seconded by Board Member Emma Cassabaum, to make Hoopla circulation limited to 4 circulations per person per month, remove the per item cap, and remove Hoopla access from limited accounts. The roll being called, the following named

members voted. Ayes: Presley, Cassabaum, Fulton, Gammon, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried.

The January Library Board Meeting will be on January 13, 2025 in the City Council Chambers so that the board can attend the City Council meeting for the annual library report.

Motion by Board Member Emma Cassabaum, seconded by Board Member Priscilla Gammon, to accept the resignation of Library Director Erin Coughlin effective December 28, 2024. The roll being called, the following named members voted. Ayes: Cassabaum, Gammon, Presley, Severson, Woodard, Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

The board discussed appointing an interim director and decided to put that on the December agenda.

Motion by Board Member Emily Fulton, seconded by Board Member Emma Cassabaum, to proceed with advertising for a new Library Director with the changes made to the job description. The roll being called, the following named members voted. Ayes: Fulton, Cassabaum, Gammon, Presley, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried.

Motion by Board Member Emma Cassabaum, seconded by Board Member Priscilla Gammon, to approve the FY2026 Library Budget. The roll being called, the following named members voted. Ayes: Cassabaum, Gammon, Presley, Severson, Woodard, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

Library Director Erin Coughlin reported on:

- The skylights have been ordered.
- A lot was accomplished on the staff development day on November 10th.

The next meeting will be held at 5:00 p.m. Monday, December 16, 2024.

There being no further business to come before the Board, it was moved by Board Member Emma Cassabaum, seconded by Board Member Emily Fulton, to ***adjourn the meeting***. The roll being called, the following board members voted. Ayes: Cassabaum, Fulton, Gammon, Presley, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried. At 6:20 p.m. she adjourned the meeting.

ATTEST:

Priscilla Gammon, Secretary

Allison Severson, Chairperson